

**Town of Bethel
Parks and Recreation Department
P.O. Box 300
White Lake, New York 12786**

Application for Employment

Please Print Clearly or Type

Name: _____ Date of Birth: _____

Mailing Address: _____ City, State and Zip code: _____

Phone: _____ Cell Phone: _____

Position(s) Applying For: _____

Education:

Have you graduated from high school? _____

If yes, name and location of high school: _____

If no, what grade did you complete? _____

A. If you have a high school equivalency diploma, indicate issuing Governmental Authority:

Number _____ Date of Issue _____

B. If you are currently attending a Junior High or High School, what is your concentration in?

C. If you completed or are currently enrolled in College, University, Professional, or Technical Schools or Special courses, please list the name of the school, dates of attendance, course or major, degree received and date of degree below:

Qualifications:

1. Do you hold any certifications from the American Red Cross, American Heart Association, or the YMCA in Health & Safety courses? _____ If yes, please list certifications along with expirations:

**Please attach copies of certifications to this application (including LPN, EMT, RTE, Lifeguarding, etc..)*

2. Have you ever been convicted of any crime? _____ If yes, please explain on separate paper.

3. Were you ever discharged from any employment except for lack of work or funds, disability or medical condition? _____ If yes, please explain on separate paper.

4. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable conditions? _____

5. Please list any special talents, skills, interests, etc. which you possess that would make you a good candidate for the position you are applying for: _____

6. Briefly describe any experiences you have had with children:

7. In the space below, please provide us with any additional information pertinent to the position you are applying for (school/community activities, school honors or awards, travel, collections, prior program attendee):

Please answer questions 8 and 9 in the space provided or on attached a separate piece of paper.

8A. Choose one (either a or b) to answer:

a. In the space below, write about a time when you put the needs of another or others above your own. What was the situation? What was the relationship between you and the person/people? How did you handle the situation? What did you learn? How did it go?

OR

b. In the space below, write about a time when you had a conflict with a friend or an employer or an authority of some kind (teacher, parent, coach). What was the conflict? Who was involved? What did you do? What was the outcome? What did you learn from the situation?

8B. Please list your **top 3 traits** you exhibit that you feel would make you a good candidate for the position you are applying for (examples: creative, dependable, quick-thinking, friendly, patient, hard-working): _____

8C. Our programs are a team effort. A good team is made of people with various strengths. Of the four qualities listed below, please indicate your top strength (+):

_____ caring, sensitive, and encouraging

_____ self-motivated and strategic

_____ detail-oriented and keenly aware

_____ fun and energetic

8D. Briefly explain how your top 3 traits and/or your team strength makes you a great candidate for the position you are applying for

9.If you worked for one of our programs before, why do you want to return again?

_____ And why do you feel you should be hired back?

Employment History

1. Company Name: _____

Address: _____

Name of Supervisor: _____

Time Period Worked: _____

Brief description of duties: _____

2. Company Name: _____

Address: _____

Name of Supervisor: _____

Time Period Worked: _____

Brief description of duties: _____

3. Company Name: _____

Address: _____

Name of Supervisor: _____

Time Period Worked: _____

Brief description of duties: _____

Comments/Suggestions:

References

Please list 3 references familiar with your character and/or your ability to perform the duties necessary for the position you are applying for (**no friends or relatives please**):

Name	Phone	Title
1. _____		
2. _____		
3. _____		

The Town of Bethel is an Equal Opportunity/Affirmative Action Employer. It is the policy of the Town of Bethel to promote equal opportunity in employment without discrimination because of age, race, gender, sexual orientation, disability, or marital status.

Affirmation:

I affirm under penalties of perjury that all statements made on this application, including any attached papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment.

Signature

Date

Please return application to:

Town of Bethel Parks and Recreation
PO Box 300
White Lake New York 12786

Or e-mail to bethelnyparksandrec@gmail.com

Or in person at the Bethel Town Hall, 3454 Rt 55, White Lake

Applications are due: March 29, 2017

Qualified applicants will be contacted in April to set up interviews.